

CONFIDENTIAL

31 March 1955

MEMORANDUM FOR: Chairmen, Incentive Awards Committee

SUBJECT: Minutes of 14 March 1955 Committee Meeting

1. The Agency Incentive Awards Committee met on Monday, 14 March at 2 P. M. in Room 249, Curie Hall with [] presiding in the absence of the Chairman. The following members were present: 25X1A

25X1A

[]	-	LO
	-	OTR
	-	DD/P
	-	Management Staff
	-	alternate for C/MS
	-	DD/I

25X1A

2. The Committee approved a Superior Accomplishment Award of \$300 for [] Intelligence Officer, GS-11,OCI.

3. The Committee approved Suggestion No. 788 for adoption and recommended an award of \$260 for [] Training Instructor, (Intelligence), GS-14,OTR/ITD. 25X1A

4. The Committee approved the recommendation of evaluating offices for non-adoption of the following suggestions:

✓593	1131	1193
✓612	1133	1196
✓1006	1134	1200
✓1014	1135	1201
✓1053	1136	1203
1056	1137	1206
1103	1138	1212
1104	1141	1213
1119	1149	1220
1120	1150	1221
1122	1165	1222
1123	1177	1226
1126	1187	1228
1128	1190	1231
1129	1191	1232

-1-

CONFIDENTIAL

25X1A

5. Consideration of Suggestion No. 1189 was deferred pending a report by [] who is to check with the Transportation Division of Logistics Office concerning the cost and feasibility of adoption of this suggestion.

6. The Executive Secretary was requested to prepare for Committee use at future meetings a summary report showing amounts awarded in the past for adopted suggestions in certain broad subject areas. This report is intended to serve as a guide to ensure uniform and consistent awards for suggestions dealing with related topics such as changes in the routing of shuttle buses, changes in corridor lighting, those dealing with parking spaces, and those dealing with improvement in various forms or procedures.

7. The meeting was adjourned at 4 P.M.

[]
Executive Secretary
Incentive Awards Committee

25X1A